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**NEW BEDFORD HOUSING AUTHORITY**

**OPERATIONS MANUAL**

**DATE: December 3, 2015**

**Release No. 18a**

**TO: All Residents**

**SUBJECT: Extermination of Units**

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If a tenant believes their apartment is in need of extermination, they must contact their property office immediately. Residents are not allowed to exterminate their unit on their own.

If extermination is necessary, the resident will receive preparation instructions at least forty-eight (48) hours in advance.

In order for the extermination to be effective, the following preparations must be followed for bed bug treatment:

- All people and pets must be out of the unit during treatment and for four (4) hours afterward.
- Fully vacuum all floors and dispose of vacuum bag outside of unit.
- All end table drawers must be cleaned out.
- All furniture must be vacuumed, including underneath all furniture cushions. Dispose of vacuum bags outside of unit. Do not place any bagged items on furniture.
- All items against walls must be moved out 6-12 inches to allow access.
- Remove all linens from beds, wash in hot water and remove or bag them prior to treatment.
- Empty all drawers, nightstands, closets and shelves.
- Pick up all children's toys and place them in a sealed bag.
- Remove all clothing, wash in hot water and bag all items. Do not place bagged items on bed.
- Clean all items from beneath the beds.
- Mattresses and box springs should be left in place so as not to disturb hiding bed bugs.
- All vanities and closets must be cleaned out. Toothbrushes should be bagged.

If a resident fails to properly prepare their unit for inspection, they shall be assessed a \$100.00 fine. Repeated failure to comply will lead to lease termination.

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Steven A. Beauregard  
Executive Director